

**THE LIBRARY OF VIRGINIA**

Records Management and Imaging Services Division
800 East Broad Street, Richmond, VA 23219-8000
(804) 692-3600

1. Agency Name DEPARTMENT OF URBAN TRANSPORTATION		2. Division Name LIGHT RAIL	
3. Section/Sub-Unit Name		4. Name of Contact Person K.C. JONES	5. Telephone No. 786-0097
6. Records Series Title EXPANSION GRANT FILES			7. Date Range of Records 1993 - PRESENT
8. Description (what is the purpose of this records series?) <p>THE DEPARTMENT ALLOCATES AND DISTRIBUTES FEDERAL FUNDS FOR EXPANSION OF LIGHT RAIL SYSTEMS BETWEEN URBAN AREAS. THIS DOCUMENTS THE DEPARTMENT'S INTERACTIONS WITH THE FEDERAL GOVERNMENT AND SUPPORTED MUNICIPALITIES AND/OR AUTHORITIES.</p> <p>(Use No. 21 if additional space is needed.)</p>			
9. File Arrangement <input checked="" type="checkbox"/> Alphabetical by <u>RAIL SYSTEM WITHIN</u> <input checked="" type="checkbox"/> Numerical by <u>BUDGET YEAR</u> <input type="checkbox"/> Chronological by _____ <input type="checkbox"/> None		10. Records Format/Medium <input checked="" type="checkbox"/> Paper (size) _____ <input type="checkbox"/> Microform (type) _____ <input type="checkbox"/> Machine readable (disk, tape, etc.) _____ <input type="checkbox"/> Other (specify) _____	
11. How often do you reference these records? <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Less often		12. Cut-off period for records <input type="checkbox"/> Calendar year <input type="checkbox"/> Continuous (no break) <input checked="" type="checkbox"/> Fiscal year <input type="checkbox"/> Other (specify) _____	
13. Are the records (check all that apply) <input checked="" type="checkbox"/> Originals Does your department originate these records? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Duplicates If duplicated, where are other copies kept? _____ <input checked="" type="checkbox"/> Record or master copy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. Are these vital records (essential to conducting business)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Explanation _____ _____ _____ _____	

<p>15. ANNUAL Accumulation of the Records</p> <p>Letter/Legal-size drawers <u>1</u></p> <p>Letter/Legal-size boxes _____</p> <p>Other (specify) _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>16. TOTAL Accumulation of the Records (include all storage locations)</p> <p>Letter/Legal-size drawers <u>6</u></p> <p>Letter/Legal-size boxes _____</p> <p>Other (specify) _____</p> <p>_____</p> <p>Location(s) of records _____</p>
<p>17. Cite any agency, state or federal policy, regulation or law, or professional organization's recommendation pertaining to the actions documented in this series. Please attach a copy of citation.</p> <p>99 CFR 1248.67</p>	
<p>18. Access to Records (attach copy of citation)</p> <p><input checked="" type="checkbox"/> No restrictions</p> <p><input type="checkbox"/> Protected under the Privacy Protection Act (<i>Code of Virginia</i> §2.1-379)</p> <p><input type="checkbox"/> Exempt from public disclosure under the Freedom of Information Act (FOIA) (<i>Code of Virginia</i> §2.1-342)</p> <p><input type="checkbox"/> Other legal restrictions (specify) _____</p>	
<p>19. Your Recommended Retention and Disposition (complete as applicable)</p> <p>a. Total length of retention <u>5</u> (days / months / <u>years</u> / permanent)</p> <p>b. Retain on-site <u>2</u> (days / months / <u>years</u>)</p> <p>c. Retain off-site <u>3</u> (days / months / <u>years</u>)</p> <p><input type="checkbox"/> Agency storage <input checked="" type="checkbox"/> LVA Records Center <input type="checkbox"/> LVA Archives <input type="checkbox"/> Other</p> <p>d. Reformat after _____ (days / months / years)</p> <p>Reformat to <input type="checkbox"/> microfilm <input type="checkbox"/> optical disk <input type="checkbox"/> _____</p> <p>Retain reformatted material _____ (days / months / years / permanently)</p>	
<p>20. Comments/reasons for recommendations listed in No. 19 (include any citations requiring or recommending specific retention).</p> <p>RETAIN 2 YEARS AFTER COMPLETION OF GRANT AND/OR DISAPPROVAL, THEN TRANSFER TO LVA RECORDS CENTER. RETAIN IN RECORDS CENTER 3 YEARS, THEN DESTROY.</p>	
<p>21. Additional Comments (if needed)</p>	
<p>22. Survey Conducted By</p> <p>K.C. JONES</p>	<p>23. Date of Survey</p> <p>12/10/99</p>